



Dear Applicant,

Enclosed please find the Counselor in Training (CIT) application packet which includes an application submission checklist, CIT Information, Program Information, CIT application, essay questions, CORI form, reference forms and other further instructions.

**Please complete all pages of the application and return them to:**

**CIT APPLICATIONS**

**Danvers Recreation Division**

**1 Sylvan Street**

**Danvers, MA 01923**

Deadline to submit application packets is Friday, May 25, 2018. The recreation office will contact you via email regarding our decision once all paperwork has been returned and reviewed. On the following page is a checklist to help you stay organized with everything that needs to be turned in by Friday May 25, 2018. Application packets submitted after Friday May 25, 2018 will not be reviewed under any circumstances.

Thank you for your interest in the Counselor in Training program, we look forward to seeing you soon.

Sincerely,

Monique Maggiore  
CIT Program Coordinator  
Danvers Recreation Division  
1 Sylvan Street  
Danvers, MA 01923  
978-777-0001 x3094  
[recreation@danversma.gov](mailto:recreation@danversma.gov)

## Application Submission Checklist

Applicant Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Age as of July 2, 2018 \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

### For Office Use Only

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

\_\_\_\_\_ Signed CIT Information Page

\_\_\_\_\_ Signed Parent and CIT Behavior Agreement

\_\_\_\_\_ Completed CIT Application

\_\_\_\_\_ Essay

\_\_\_\_\_ Completed CORI Form

\_\_\_\_\_ Form of Identification: Birth Certificate/Student ID/Passport

\_\_\_\_\_ Teacher Reference Received

Authorized Signature

Program Coordinator \_\_\_\_\_

## **Danvers Recreation Summer Programs Counselor in Training Information – Please Keep for your Reference**

### **Important Dates and Deadlines**

- Monday March 26, 2018 – Application becomes available in office and on [www.danversrec.com](http://www.danversrec.com)
- Friday May 25, 2018 – Deadline to submit CIT application packet. MUST be submitted in office.
- Friday June 1, 2018 – Acceptance/Rejection letters will be mailed to CIT applicants.
- Wednesday June 13, 2018 – Deadline to sign-up for CIT weeks/programs if accepted.
- Saturday June 2, 2018 8am – 12pm – Mandatory training for all accepted CITs @ Holten Richmond Middle School

### **What is the Counselor in Training Program?**

The Counselor in Training Program is designed to give selected High School age students (ages 14-18) the opportunity to learn and develop leadership and teamwork skills in our summer programs. This program is for those students who are seriously interested in learning about leadership and responsibility. The program consists of training and actual work experience with campers under the supervision of a Danvers Recreation staff person. Maturity and a sincere desire to work with children are essential.

### **The Program:**

Danvers Recreation summer programs run for roughly eight weeks. Accepted CITs sign-up for programs on a weekly basis (i.e. CITs may do a week of SNAKE, a week of LPS, a week of Journey's and so on as long as they fit each program's requirements). Through supervised group leadership opportunities CITs learn the skills and responsibilities necessary to become a leader by participating in all weekly program events. While in the program, the goal is to have CITs develop values, environmental awareness and the confidence necessary to make the transition from camper to counselor. If accepted, it is essential that CITs attend the full weeks of the program they register for. Participation in this program does not guarantee being hired as a staff member. CITs take from the program what they put into it.

### **What is the role of the CIT in the summer programs?**

- The CIT is a camper, not a counselor. They will be learning from their assigned group counselors and assisting them with daily program activities. A member of the Danvers Recreation program staff will always be present and supervising.
- The CIT will meet with the program director a few times per week to discuss goals, specific training, CIT well-being, and evaluations, among other things. Reports will be given on a weekly basis.

### **CIT Training**

CITs will be exposed to a training program before all summer programs begin. This training will be held on Saturday June 2, 2018 and is **mandatory** for all CITs. Learning opportunities include, but are not limited to medical and health problems (what to observe and what to do), fire safety, and an explanation of planning for and participation in games and other activities to be used with the campers.

### **Procedure**

Potential CITs can begin picking up/printing out CIT Application packets on March 26, 2018. CITs should fill out all paperwork and obtain a written teacher reference and return both in person to the Danvers Recreation office by the June 1, 2018 deadline. Applications **will not** be reviewed if they are submitted after the deadline or if they are incomplete. Danvers Rec Staff will review applications and acceptance/rejection notifications will be sent out on June 1, 2018. If accepted, CITs should arrange to meet with specific program directors if it is in their program criteria, or come in as soon as possible to register for desired programs and weeks. Registration is based on a first-come first-serve basis and occurs in-office only. Your **non-refundable** payment is required upon registering; **you may not register without payment** under any circumstances. CIT training on June 2, 2018 is mandatory. You may not participate in the CIT program if you do not attend training.

### **School Community Service Hours**

It is the responsibility of the CIT to keep track of volunteer hours and required signatures for school community service purposes. Danvers Recreation is not responsible for keeping track of CIT hours after the summer programs have ended. Program Directors should be contacted to sign school forms, not Recreation Office staff.

## Program Information

**SNAKE\*\***                      **Required Age:** 14 -18 years old                      **# of CITs:** 5/week                      **Fee:** \$79 per week

CITs assist our counselors with program preparation and cleaning up of activities, implementation of programs, working directly with the children and assisting with activities and special events. Some activities at the program include: dodgeball, trees and leaves, scavenger hunts, fishing, hiking, mucking, outdoor survival, etc.

**Location:** Endicott Park Carriage House    **Program Hours:** 8:30am-3pm    **Age of children in program:** 7-13

**Note: There are no CITs welcome for SNAKE Travels, and SNAKE Travels Plus weeks.**

**Playgrounds\***                      **Required Age:** 10<sup>th</sup> Grade and above                      **# of CITs:** 2/park/week                      **Fee:** \$0-\$69 per week

The Playground program is free for all Danvers children. This program has an “open door” policy where children can come and go as they please. Two CIT options: **1) Non Field Trip CIT** – Free, register for the entire summer, CITs may not come on trips. **2) Field Trip CIT** –Register for individual weeks, fees per week ½ price based off of field trip that week.

**Full day (9am-2pm) Parks:** Rand Circle, Plains Park, Tapley Park, Highlands, Great Oak, Woodvale.

**Half day (9am-12pm) Parks:** Lawrence Street, Smith, Folly Hill, Sandy Beach, Southwick, Putnamville.

**Location:** Various Danvers Parks                      **Program Hours:** 9am-12/2pm                      **Age of children in program:** 6-14

**Let’s Play Sports\*\***                      **Required Age:** 14 – 16 years old                      **# of CITs:** 10/week                      **Fee:** \$24 per week

CITs will assist the counselors with program planning, preparation, and cleaning up of activities, implementation of programs, working directly with the children, and assisting with special event days, themed days and the end-of-the-week award ceremonies. Some activities at the program include: T-ball, lacrosse, baseball, flag football, basketball, floor hockey, volleyball, soccer, computers, arts & crafts, track, etc.

**Location:** Riverside Elementary School                      **Program Hours:** 9am-1pm                      **Age of children in program:** 4-9

**Journeys**                      **Required Age:** 9<sup>th</sup> Grade and above                      **# of CITs:** 2/week                      **Fee:** \$64 per week

CITs assist Journeys staff with preparation and cleaning up of activities, encouraging and motivating participants during activities and on field trips, helping to enforce proper respect and etiquette while on trips, and participating in daily activities. Some activities of the program include: teambuilding and problem solving, team sports, hiking, working with others, beach activities, crafts, dodgeball and more.

**Location:** Holten Richmond Middle School                      **Program Hours:** 9am-3pm                      **Age of children in program:** 11-14

**Falcon Fun**                      **Required Age:** 14-16 years old                      **# of CITs:** 3/week                      **Fee:** \$84 per week

CITs at Falcons assist counselors with program planning, preparation and clean up, implementation of programs, working directly with children and assisting with field trips and special events. Some activities include: woodworking, drama, cheering, baseball, cooking, field hockey, basketball, lacrosse, arts & crafts, tennis, archery and more!

**Location:** Highlands Elementary School                      **Program Hours:** 9am-3pm                      **Age of children in program:** 6-13

**Little Lizards**                      **Required Age:** 14-15 years old                      **# of CITs:** 8/week                      **Fee:** \$24 per week

CITs at Little Lizards assist counselors with program planning, preparation and clean up, implementation of programs, working directly with the children and assisting with field trips and special events. Some activities include, fishing, mucking, learning about animal habitats, basics of hiking and equipment knowledge, songs, games, etc.

**Location:** Endicott Park Carriage House                      **Program Hours:** 9am-1pm                      **Ages of children in program:** 4-7

**\*\*Program Requirement:** Programs with asterisks require that after being accepted as a CIT by the recreation office, applicants **MUST** meet with program director for a formal interview and to pick specific dates. It is the applicant’s responsibility to schedule this meeting with program director. Registration for asterisked programs will be unavailable until a written note is received by program director.

**\*Prices varies for Park Programs each week depending on the field(s) trips for that week\***

I, \_\_\_\_\_ have read the above Program Information. **Date:** \_\_\_\_\_  
(Name)

## Parent/Guardian and CIT Behavioral Agreement

Danvers Recreation wants your CIT experience to be safe and enjoyable. By following and abiding by the rules and guidelines, your experience promises to be positive and memorable.

Please review the agreement with your parent/guardian, sign, and return the agreement along with your application packet.

### Parent/Guardian and CIT Behavioral Agreement

- I will be respectful of everyone at Danvers Recreation programs. I will not swear or speak disrespectfully of participants or staff and I will not bully or harass any participants and staff. If I see harassment or bullying I will report it to my program director or a Danvers Recreation staff member.
- I will be responsible and respectful to the Town of Danvers by keeping park areas and facilities clean. I will participate in daily program clean up and I understand that I may be asked to do small tasks around the program.
- I will respect the property of others by asking to share and I will not steal.
- I will not use alcohol, drugs or tobacco products. I will not speak or act inappropriately while attending any program within the Danvers Recreation Division.

I understand that my behavior can affect the experience of other participants. By signing this agreement, I agree that the Directors of each program have the authority to remove a CIT from the program for conduct that is deemed unacceptable. If a CIT is hindering the program, he/she will be removed without a refund and parents will be notified of the decision. The director reserves the right to do this at any time for any reason, and this decision may not be appealed.

**CITs Name (please print):** \_\_\_\_\_

**CITs Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardians Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_





### Counselor in Training Application Reference Form

**APPLICANT:** Please give a copy of this form to your teacher reference for them to complete. It is your responsibility to supply your reference with a stamped envelope addressed to:

**CIT REFERENCE**  
**Danvers Recreation Division**  
**1 Sylvan Street**  
**Danvers, MA 01923**

**Deadline to submit reference form and recommendation letter:** Friday, May 25, 2018

\_\_\_\_\_ is applying to be a participant in the Counselor in Training Program. Entrance is based on an essay, an application, and your reference. Please answer carefully. Admission is limited. All information will be held in strict confidence.

**(Applicant's Name)**

Has the applicant expressed an interest in working with children?  Yes  No

Please rate the applicant using the following grading system: 1 = poor, 3 = average, 5 = excellent

	1	2	3	4	5
Caring					
Personal Appearance					
Initiative					
Creativity					
Responsibility					
Works Well Under Pressure					
Takes Pride in Work					
Maturity Level					
Sense of Humor					
Punctuality					
Displays Patience					
Accepts Criticism Well					
Cooperative					

Please attach a brief letter of recommendation for the applicant with this form and mail it to Danvers Recreation in the envelope provided to you by the applicant. We appreciate your time and honesty.

**Date** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Signature** \_\_\_\_\_

If further information is needed, may we contact you?  Yes  No

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_